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## ADMINISTRATIVE SERVICES CREDENTIAL FOR ADMINISTRATORS PREPARED OUTSIDE OF CALIFORNIA

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California has a two-tier credential structure, a five year preliminary credential is the first credential issued after an individual meets basic credential requirements, a professional clear credential is issued when all credential requirements have been completed.

The Administrative Services Credential authorizes the holder to provide the following services in grades 12 and below, including preschool, and in classes organized primarily for adults:

- Develop, coordinate, and assess instructional programs
- Evaluate certificated and classified personnel
- Provide students' discipline, including but not limited to suspension and expulsion
- Provide certificated and classified employees discipline, including but not limited to suspension, dismissal, and reinstatement
- Supervise certificated and classified personnel
- Manage school site, district, or county level fiscal services
- Recruit, employ, and assign certificated and classified personnel
- Develop, coordinate, and supervise student support services including but not limited to extracurricular activities, pupil personnel services, health services, library services, and technology support services

An individual **must** hold an Administrative Services Credential to provide the following services in grades preschool, K-12 and adults:

- Evaluate the quality and effectiveness of instructional services at the school site level
- Evaluate certificated personnel employed at the school site level, with the exception of the site administrator
- Student and employee discipline services of certificated personnel at the school site level

### Requirements for the Preliminary Credential

A five-year Preliminary Administrative Services Credential may be issued to individuals who satisfy **all** of the following requirements:

1. Complete a baccalaureate or higher degree from a regionally accredited institution of higher education
2. Pass the California Basic Educational Skills Test (CBEST) (For more information, contact the CBEST Program, National Evaluation Systems, Inc., P. O. Box 340880, Sacramento, CA 94834-0880, (916) 928-4001, (800) 262-5080 or <[www.cbest.nesinc.com](http://www.cbest.nesinc.com)>. Applicants who completed their professional preparation outside of California may contact their California employers about the possibility of obtaining a One-Year Nonrenewable [OYNR] Credential pending the passage of CBEST.)
3. Complete a professional preparation program at a regionally accredited institution of higher education, which resulted in the issuance of **one** of the following:
  - a. an elementary, secondary or special education credential (The individual will not be required to obtain a California teaching credential.)
  - b. a Pupil Personnel, Health, Clinical or Rehabilitative Services Credential, or Designated Subjects Teaching Credential, and a baccalaureate degree (The individual will be required to obtain and possess the equivalent California credential issued by the Commission.)
4. Complete three years of full-time experience on the appropriate document listed in #3 above (See Terms and Definitions on page 3.)

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5. Complete **one** of the following:

- c. an administrator preparation program at a regionally accredited institution of higher education and provide verification of issuance of, or meet qualifications for, an Administrative Services Credential based upon that program
- d. achieve a passing score of 173 on the School Leaders Licensure Assessment (SLLA) examination administered by Educational Testing Service (ETS). (For more information about test content and test dates, please see the ETS web site at <[www.ets.org/sls/slsaboutslla.html](http://www.ets.org/sls/slsaboutslla.html)>.) Individuals who pass the SLLA may apply directly to the Commission for the credential. Please include an original score report showing passage of the examination.

Applicants trained outside of the United States or US Territories must complete requirements 1-5 listed on pages 1 and 2 and obtain the formal recommendation of a California college or university with a Commission-accredited Administrative Services Program for the Preliminary Administrative Services Credential. A list of programs is provided on page 4 of this leaflet.

To earn the professional clear credential, a Level II program will need to be completed at a California college or university with a Commission-accredited administrative services credential program within five years from the date of issuance of the preliminary credential.

**Requirements for the Professional Clear Credential with Three or More Years of Administrative Experience**

A five-year Professional Clear Administrative Services Credential may be issued to an individual who has three years or more of out-of-state administrative experience and has completed an elementary, secondary, or special education teacher preparation program.

To qualify for the credential the individual will need to satisfy **all** of the following:

- 1. complete requirements 1–5 listed on pages 1 and 2
- 2. complete three years of out-of-state public school administrative experience (See Terms and Definitions on page 3.)
- 3. provide two rigorous performance evaluations (See Terms and Definitions on page 3.)

This option is not available to individuals who have completed pupil personnel, health, clinical, or rehabilitative services programs, or a designated subject teaching credential program.

**Requirements for the Professional Clear Credential for Those Who do Not Meet Administrative Experience Requirement Route**

Applicants must satisfy **all** of the following requirements:

- 1. Possess a valid Preliminary Administrative Services Credential
- 2. Verify a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status, while holding the Preliminary Administrative Services Credential
- 3. Complete of **one** of the following:
  - a. obtain the recommendation of a California college or university with an approved program verifying completion of an individualized program of advanced preparation designed in cooperation with your employer and the college or university
  - b. complete a State Board of Education-approved AB 75 Principal Training Program. Verification of program completion must be submitted with the individual's direct application to the Commission. (Information on the Principal Training Program, including approved programs and providers, may be accessed through the California Department of Education's web site at <[www.cde.ca.gov/pd/prin/index.html](http://www.cde.ca.gov/pd/prin/index.html)>.)
  - c. meet Mastery of Fieldwork Performance Standards through a Commission-accredited program. Colleges and universities with accredited programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to candidates to allow candidates to forego the course work component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential and the application for the credential based on this evaluation must be submitted by the college or university that conducted the evaluation.

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## **Appeal for Extension of Current Preliminary Administrative Services Credentials**

Administrators who hold a Preliminary Administrative Services Credential and need additional time to complete one of the new options may request a one-year extension to provide sufficient time to participate in the options outlined above. Once other professional level options are implemented, the Commission will grant an extension of up to two years to allow the credential holder time to complete one of the programs. To apply for the extension the administrator must submit a credential application form [\(41-4\)](#), marked as an appeal, and submit a fee of \$55.

The AB 75 Principal Training Program is a two-year program. Administrators who are currently participating in the AB 75 Principal Training Program and need additional time may request a two-year extension to their Administrative Services Credential. The Commission will need a letter from the district stating that the credential holder is participating in the AB 75 program. The credential holder must then submit this letter, credential application form (41-4), marked as an appeal, and a fee of \$55.

## **Terms and Definitions**

*Experience:* Three years of successful, full-time experience in public schools or private schools of equivalent status. (This experience may be teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services. Substitute or part-time service does not apply.)

*Full-Time Service:* Full-time service means service for at least a minimum of four hours per day for three-fourths of the total days in the school year. Substitute or part-time service does not apply.

*Administrative Experience:* Three years of successful full-time out-of-state administrative service must be completed in a state other than California while serving in a public school. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.

*Rigorous Performance Evaluation:* Rigorous performance evaluations must be submitted with a verification of their authenticity given in writing by a personnel officer in the district in which the evaluations took place. The evaluations must have been in each of the two last years serving as an administrator. Evaluation ratings must be satisfactory or better. The performance evaluations need to include **all** of the following:

1. Demonstration of leadership skills
2. Verification of leadership in program implementation and instructional practices
3. Implementation of effective procedure for smooth operations of the school
4. Evidence of self-motivation and continuous professional development and the updating of skills in administration

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**California Colleges and Universities with Commission-Accredited Programs for Professional Clear Administrative Services Credentials**

**California State University System**

CPSU, San Luis Obispo  
CSU, Bakersfield  
CSU, Chico  
CSU, Dominguez Hills  
CSU, Fresno  
CSU, Fullerton  
CSU, Hayward  
CSU, Long Beach  
CSU, Los Angeles  
CSU, Northridge  
CSU, Sacramento  
CSU, San Bernardino  
CSU, San Marcos  
CSU, Stanislaus  
Humboldt State University  
San Diego State University  
San Francisco State University  
San Jose State University  
Sonoma State University

**University of California System**

UC Irvine  
UC Los Angeles  
UC Riverside  
UC Santa Barbara

**Private Colleges/Universities**

Alliant International University  
Azusa Pacific University  
California Lutheran University  
Chapman University  
Claremont University  
Concordia University  
Fresno Pacific University  
La Sierra University  
Loyola Marymount University  
Mills College  
National University  
Pepperdine University  
Point Loma Nazarene University  
Saint Mary's College  
Santa Clara University  
Simpson College  
University of LaVerne  
University of Redlands  
University of San Francisco  
University of Southern California  
University of the Pacific  
Whittier College